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4 December 1975

MEMORANDUM FOR: DCI Administrative Officer

SUBJECT : Staffing of the OEEO

1. As I stated during our conversation, the TO of the Office of Equal Employment Opportunity would more accurately reflect CSC concepts as well as the mission and staffing needs of the OEEO if all but the appointed (DEEO and DDEEO-FWPC) positions were redesignated as "EEO Specialists." This change will be reflected in the final version of the TO soon to be worked out by the Office of Personnel, PMCD, the DDA, and approved by the DCI.

2. Pending this final version and its approval, I have informed the DDA and the DCI on 2 December that I would proceed to hire and fill vacant positions in the OEEO with persons I have selected from those responding to the vacancy notices we circulated for the positions of EEO Assistant and EEO Specialist. My understanding with the DDA and PMCD is that the positions and grades of the OEEO finally worked out by the PMCD will be no lower than the current grades of those selected. Further, the final Office organization will provide for "head room" to prevent the dead-ending of the members of the OEEO Staff and provide opportunity for promotions which may be warranted by performance and the level of responsibilities. In any case, we would agree to a reassessment of the organization and positions after a year or so of operation. Both the DDA and I further agreed that the grades of the DEEO and DDEEO and probably the Assistant to the DEEO are not negotiable and shall remain as initially proposed. These were set by the DCI and reflect his intent and commitment.

3. As you already know, I have selected [redacted] to fill the position of EEO Assistant (now EEO Specialist). I request that you initiate the steps necessary to bring on board [redacted] and [redacted] as

"EEO Specialists." These latter two persons will fill the slots previously described in the initially approved TO as "Hispanic Program Coordinator" and "EEO Specialist."

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4. My assessment of the effect that our improving propagation in the Agency of the understanding of the spirit and machinery of the EEO complaint mechanism indicates a probable increase in the load of complaint cases that will reach the "investigation" level. At the same time we are increasing the probability of overseas investigations. It will be a couple of months before staff members other than [redacted] are ready to function in this capacity domestically. It will probably be about a year before they are trained to conduct overseas investigations. I intend, therefore, to add one more EEO Specialist to the OEEO Staff. This Specialist will have the primary duty of full-time investigator, both domestically and abroad. I propose to acquire the services of [redacted] the most experienced Agency EEO investigator. She is now assigned in DDO. Should available slots or the average employment level be prohibitive perhaps we could work out a "TDY" assignment for [redacted]

Omega Ware, Jr.
Director

Equal Employment Opportunity

12-4-75 - Per Omega Ware verbally - add one clerical also to the requirement

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